California Health and Human Services Agency Data Center
Statewide Automated Welfare System
1651 Alhambra Boulevard
Sacramento, California 95816
(916) 229-4400

February 17, 2000

To: All County Welfare Directors

As we move toward implementation of the Welfare Data Tracking Implementation Project (WDTIP) system, it will be necessary to validate that the system meets the time-on-aid tracking needs from a system user's perspective. The Project is currently developing a User Acceptance Testing (UAT) Plan that will provide system users and other stakeholders with the opportunity to test the system functionality, navigation and ease of use before it is finalized and rolled out to the counties in June 2000. To that end, WDTIP is requesting that county, consortia and California Department of Social Services (CDSS) representatives participate in the testing effort.

This letter is written to request resources to participate in the UAT process. Although the WDTIP Team is currently testing the WDTIP system, it will be impossible to truly test the system's functionality and usability from the user's perspective without county/consortia involvement in the UAT effort. With your participation, a UAT Team will be assembled to include one representative from the Interim Statewide Automated Welfare System (ISAWS), one representative from the Los Angeles Eligibility, Automated Determination, Evaluation and Reporting (LEADER) system, one representative from the Welfare Case Data System (WCDS), one representative from each of the five independent county systems and two representatives from the CDSS. To aid in the identification of qualified individuals, this letter explains the UAT Team objectives, desired qualifications, schedule and next steps.

UAT Team Objectives
The identified UAT Team will partner with the WDTIP State staff and Implementation Team throughout the UAT process to accomplish several objectives. Specifically the UAT Team will:

❑ Analyze and provide comments on scenarios drafted by WDTIP subject matter experts
❑ Validate scenarios drafted by WDTIP subject matter experts
❑ Conduct UAT by using scenarios and testing criteria developed in partnership with the WDTIP Implementation Team
❑ Identify and record incidents arising from scenario testing
❑ Re-test incidents as needed once system fixes have been made
❑ Sign off on scenarios that meet testing criteria

UAT Team Qualifications

It is essential that the individuals identified for participation on the UAT Team have the following qualifications:

❑ Authority to represent county or consortia in the signing off of UAT scenarios
❑ Understanding of CalWORKs program policies
❑ Understanding of the relationship between program participation and TANF, CalWORKs and Welfare to Work time-on-aid limits
❑ Analytical skills
❑ Availability for the entire testing process (see the Schedule section below)

Schedule

The UAT effort will require that the identified UAT Team members participate in UAT activities at the project site in Sacramento for a total of 15 working days. Additionally, the participant will be asked to complete test scenario reviews and validation within their local office. It is anticipated that this local office participation should take no more than 20 hours during the weeks beginning March 6 and ending March 21. The following schedule describes the tasks and participation time frame for resources in the UAT process.

Task	Timeframe	Location
County/consortia identify and confirm resources for UAT participation	2/16/00 – 3/1/00	Local Site
UAT Team members review scenarios and provide comments to Project	3/6/00 – 3/21/00	Local Site
UAT Team members meet to discuss comments, finalize scenarios and train on UAT and the WDTIP system	3/27/00 – 3/31/00	Sacramento Project Site
Participate in user acceptance testing	4/10/00 – 4/21/00	Sacramento Training Facility

Next Steps

To move forward with UAT activities, we are requesting that the WDTIP receive selected UAT Team representatives' names, job titles, phone numbers and other contact information by February 25, 2000. This information, along with any other questions or comments, may be submitted to Debra Goodman via:

Telephone: (916) 229-4440
E-mail: Dgoodman@hwdcsaws.cahwnet.gov
Fax: (916) 229-4487

Your cooperation in the establishment of the UAT Team and your continuing support of the WDTIP are greatly appreciated.

Sincerely,

STEVEN C. HOWE
Deputy Director
SAWS Project

cc: Consortia Liaisons
        Consortia Managers
        County Contacts
        Cal Rogers
        Lori Christensen
        Konnie Lewin